

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF JULY 18 - JULY 22, 2011**

**MONDAY, JULY 18, 2011**

\*3:00 p.m. Housing Authority

Room 604, City Hall  
100 N. Jefferson Street

**TUESDAY, JULY 19, 2011**

\*5:15 p.m. Veterans' Recognition Subcommittee

Room 201, Northern Building  
305 E. Walnut Street

**WEDNESDAY, JULY 20, 2011**

\*1:30 p.m. Land Information Council

Room 200, Northern Building  
305 E. Walnut Street

\*6:15 p.m. Executive Committee

Room 210, City Hall  
100 N. Jefferson Street

\*7:00 p.m. Brown County Board of Supervisors

Legislative Room 203  
100 N. Jefferson Street

**THURSDAY, JULY 21, 2011**

\*5:30 p.m. Facility Master Plan Subcommittee

Room 200, Northern Building  
305 E. Walnut Street

\*6:00 p.m. Library Board

Central Library  
515 Pine Street

**FRIDAY, JULY 22, 2011**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, July 18, 2011**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS:** Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

**APPROVAL OF MINUTES:**

1. Approval of the June 20, 2011 minutes of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Letter from Housing Authority Insurance Group regarding dividends.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program
  - A. Preliminary Applications
  - B. Housing Assistance Payments
  - C. Housing Assistance Unit Count
  - D. Housing Quality Standard Inspection Compliance
  - E. Housing Choice Voucher Administrative Costs and HUD 52681B
  - F. Portability Activity
  - G. SEMAP Monitoring Report
  - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
  - I. Report on the Housing Choice Voucher Home Ownership Option.
  - J. VASH Reports
  - K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

4. Discussion and possible action regarding Tenant Protection Vouchers.

**NEW BUSINESS:**

5. Renewal of expiring Project Based Voucher Contract with First Equity, LLC for an additional two year term.

**INFORMATIONAL:**

**BILLS:**

**FINANCIAL REPORT:**

**STAFF REPORT:**

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting, so that arrangements can be made.

C:\Users\giannunzio\_tg\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\UAWRLZTC\Agenda 07 18 2011.doc

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### VETERANS SUBCOMMITTEE

**Bernie Erickson, Chair**

**Sherry Steenbock, Vice Chair**

Donald Bettine, James Haskins, John Maino,

Troy Ness, Delores Pierce, Duane Pierce,

John Walschinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1190**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**Tuesday, July 19, 2011**

**5:15 p.m.**

**Room 201, Northern Building**

**305 E. Walnut Street**

1. Call Meeting to Order – Chairman Bernie Erickson.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of June 21, 2011.
5. Discussion re: Brown County Fair (August 20, 2011).
6. Report from CVSO Jerry Polus.
7. Report from Committee Members Present (Bettine, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
8. Such other Matters as Authorized by Law.
9. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97agenda/humsvc/Veteran'Subcmte/April19\_2011.doc

**AGENDA**  
Brown County  
Land Information Council  
Wednesday, July 20 2011  
**1:30 PM**  
Northern Building, Room 200  
305 East Walnut Street, Green Bay WI

**ROLL CALL:**

Kerry Blaney	_____	Keith Deneys	_____
Bill Bosiacki	_____	Chuck Lamine chair	_____
Bill Boyle	_____	Karl Fleury	_____
Carole Andrews	_____	Ray Smith	_____
Dorothy Erickson	_____	Ellen Sorensen	_____
Pat Ford	_____	Jim Wallen	_____
Bill Hafs	_____	Cathy Williquette vice chair	_____
Bob Heimann	_____	Jeff DuMez	_____

**INTRODUCTIONS:**

1. Introduction of Carole Andrews to the Land Information Council

**APPROVAL OF MINUTES:**

2. Approval of the minutes from the March 16, 2011 Land Information Council meeting

**REPORTS:**

3. Survey Indexing Kaizen Event (Lean initiative)
4. Plat Book
5. Update on other Strategic Plan projects
6. "Land Information Day" July 21<sup>st</sup>

**BUSINESS:**

7. Review & Approval of the 2012 Land Records Modernization / Land Information Budget
8. Any Other Matters

Notice is hereby given that action by the Land Information Council may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

## EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

## EXECUTIVE COMMITTEE

Wednesday, July 20, 2011

6:15 p.m.

Room 210, City Hall

100 N. Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of June 6, 2011.

### Reports

1. Board Attorney Report.
  - a) County Code Chapter 4 Rewrite

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid

### Vacant Budgeted Positions (Request to Fill)

3. Clerk of Courts – Deputy Clerk of Courts I (vacated 5/27/11).
4. Health Department – Public Sanitarian II (vacated 7/6/11).
5. Human Services – Social Worker/Case Manager – Child Protection Intake/Disposition (vacate 6/13/11).
6. Human Services – Social Worker/Case manager – Child and Family Support (vacated 6/6/11).
7. Human Services – Staff RN – 2 positions (vacated 7/11/11 & 7/19/11).

### Resolutions and Ordinances

8. Resolution re: Human Services Department Psychiatrist, Adult Psychiatrist, Clinical Director

### Other

9. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us).

**GUY ZIMA, CHAIR**

**MARY SCRAY, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, July 20, 2011, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Approval of Minutes of June 15, 2011.**
3. **Announcements of Supervisors.**
4. **Communications: (None)**
  - a) **Late Communications:**
5. **Appointments by County Executive:**
  - a) Appointment of Vicky Van Vonderen to the Library Board.
  - b) Appointment of Sandy Juno to the Museum Board of Directors.
  - c) Appointment of Lisa Bauer Lotto to the Solid Waste Management Board.
6. **Reports by:**
  - a) County Executive.
  - b) Board Chairman.
7. **Other Reports: (None)**
8. **Standing Committee Reports:**
  - a) Report of Administration Committee of June 23, 2011.
  - b) Report of Education & Recreation Committee of July 7, 2011.
  - c) Report of (draft) Executive Committee of July 20, 2011.
  - d) Report of Human Services Committee of June 22, 2011.
  - e) Report of Planning, Development & Transportation Committee of June 27, 2011.

- i) Report of Land Conservation Sub Committee of June 27, 2011.
- f) Report of Public Safety Committee July 6, 2011.
- 9. **Resolutions, Ordinances:**
  - Administration Committee**
    - a) Resolution re: To Approve Expenditure to Complete Information Services Needs Assessment.  
*Motion at Admin: To approve moving forward with the study.*
  - Education and Recreation Committee**
    - b) Resolution re: To Approve Entry into a Maintenance Agreement with the Wisconsin Department of Transportation regarding the Operation of a bike trail along Highways 57 in Brown County.  
*Motion at Ed & Rec: To approve.*
  - Human Services Committee and Executive Committee**
    - c) Resolution re: Human Services Department Psychiatrist, Adult Psychiatrist, Clinical Director.  
*Pending approval of Executive Committee meeting of July 20, 2011.*
  - Planning, Development & Transportation Committee**
    - d) Resolution re: To Approve Entry into Lease Agreement: Great Lakes Calcium Corp and Brown County. *Motion at PD&T: To approve.*
    - e) Resolution re: Authorizing County Trunk Highway Jurisdictional Revisions to CTH "V"/Finger Road, City of Green Bay. *Motion at PD&T: To approve.*
  - Public Safety Committee**
    - f) Ordinance to Create Sec. 30.10 of the Brown County Code Entitled "Fuel Theft Prevention".  
*Motion at Public Safety: To approve. Ayes: 2 (Buckley, De Wane); Nays: 1 (Nicholson); Abstain: 1 (Kaster).*
- 10. **Closed Session:** Closed session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations).
- 11. **Such other matters as authorized by law.**
- 12. **Bills over \$5,000 for period ending June 30, 2011.**
- 13. **Closing Roll Call.**
- 14. **Adjournment to Wednesday, August 17, 2011 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Guy Zima  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

**FACILITY MASTER PLAN COMMITTEE**

Carole Andrews, Chair  
Bill Clancy, Vice-Chair  
Mike Fleck, Pat Wetzel

**FACILITY MASTER PLAN SUBCOMMITTEE**

**Thursday, July 21, 2011**

**5:30 p.m.**

**Room 200, Northern Building**

**305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of June 16, 2011.
4. Comments from the Public.
5. Update on former Mental Health Center building.
6. Update on Sheriff's Office building.
7. Report of the Facilities Director
8. Such other matters as authorized by law.

Carole Andrews, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



# LIBRARY

515 PINE STREET  
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400  
FAX (920) 448-4364

LYNN M. STAINBROOK  
DIRECTOR

E-MAIL Stainbrook\_LM@co.brown.wi.us  
WEBSITE www.browncountylibrary.org

## **BROWN COUNTY LIBRARY BOARD**

**Central Library**

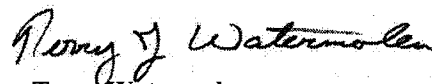
**Thursday, July 21, 2011**

**6:00 p.m.**

### **AGENDA**

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received
5. Facilities Report
  - a. Report of Central Library Renovation Task Force
  - b. Solar Energy Projects
  - c. Other Activity
6. Accountant's report
  - a. Financial report
  - b. Acceptance of gifts, grants and donations
7. 2012 Budget
8. Approve Budget Adjustment Notice for Self-Check at Weyers-Hilliard Branch
9. Approve Budget Adjustment for Restroom Upgrades and Award Bids
10. Approve Table of Organization Change
11. Approve Filling Open Library Positions
12. Employee Transition
13. Nicolet Federated Library System
  - a. Monthly update
14. President's report
15. Director's report
16. Such other matters as are authorized by law
17. Adjournment



Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

  
Terry Watermolen  
President



## JULY 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	<b>4th of July</b> 	5	Public Safety 5:00 pm	Ed & Rec 5:45 pm (Resch Centre)	8	9
10	Executive Committee 6:30 pm Cancelled	 Picnic Time	13	14	15	16
17	18	Veterans Recognition Subcommittee 5:15 pm	Exec Cmte 6:15 <b>Board of Supervisors</b> 7:00 pm	Facility Masterplan Subcommittee 5:30 p.m.	22	23
24	Land Con 7 pm Plan Dev & Trans 7:30 pm	26	Human Svc 6:00 pm	Admin 5:30 pm	29	30
31						

## AUGUST 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	Public Safety 5:00 pm	Ed & Rec 5:00 pm	5	6
7	Executive Cmte 6:30 p.m.	9	10	11	12	13
14	15	16	<b>Board of Supervisors</b> 7:00 pm	18	19	20
21	Land Con 7 pm Plan Dev & Trans 7:30 pm	23	Human Svc 6:00 pm	Admin 5:30 pm	26	27
28	29	30	31			

## **BROWN COUNTY COMMITTEE MINUTES**

- Brown County Housing Authority (June 20, 2011)

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, June 20, 2011**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

**OTHERS PRESENT:** Robyn Hallet, Matt Schampers, Rob Strong, Dawn DeWitt, Chip Law, DonElla Payne, Matt Roberts, Michael Devillers.

**APPROVAL OF MINUTES:**

1. Approval of the May 16, 2011 minutes of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by T. Diedrick, to approve the minutes of the May 16, 2011, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Letter from Housing Authority Insurance Group regarding dividends.

R. Hallet indicated that the BCHA received dividends, totaling \$537.80. R. Aicher questioned if there was a difference between a special dividend and a regular dividend. R. Hallet stated she would follow up with Housing Authority Insurance Group for clarification on the types of dividends.

3. Email communication from HUD regarding HCV Administrative Fees for CY 2011.

R. Hallet stated that this item is in reference to agenda item 7; particularly in regards to HUD's recommendation that PHAs explore cost-saving measures.

M. Welch questioned if the key number was 92 percent pro-rata. C. Law indicated that's what the proration was; now it is reduced to approximately 80 percent. R. Aicher clarified that what was 92 will be 80. C. Law confirmed.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

D. Payne stated that for the month of May there were 209 preliminary applications.

B. Housing Assistance Payments

D. Payne indicated that HAP expenses were at \$1,173,897.00 for May.

C. Housing Assistance Unit Count

D. Payne stated that unit count for the month of May was at 3,022.

D. Housing Quality Standard Inspection Compliance

M. Roberts indicated that the total inspections conducted in May were 382, of which 46.07 percent passed on first inspection; 24.87 percent passed on re-evaluation; and 29.06 percent failed.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that year-to-date, ICS is \$2,126.64 under-budget.

F. Portability Activity

D. Payne indicated that port-outs for the month of May were at 121, totaling \$105,580.00, and port-ins were at 16, for a total of \$4,951.00.

G. SEMAP Monitoring Report

D. Payne stated that SEMAP monitoring was at 103 percent for the year-to-date, which places the BCHA at a higher performer.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne indicated that there were 115 clients for the month of May, 33 escrow accounts, and one graduate. There were no new contracts for May.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 88 homeowners, which is slightly lower than April due to some clients being removed from the program. These families' incomes increased, which made them more self-sufficient and ineligible for the program.

J. VASH Reports

D. Payne indicated that for May there were 10 participants and two new clients in June.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that there were 15 new investigations; two of which were closed and 15 active investigations. There were 134 applications processed, of which 131 were approved. There were 27 out of state records checks and three additional household member checks.

**OLD BUSINESS:**

5. Review and approval of revisions to Chapter 3 (Eligibility) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that ICS made some changes to Chapter 3 last month and at the Commissioners request, wording was changed to indicate "agency" versus listing all of the shelter names. This eliminates the chance for an agency to be left out.

A motion was made by R. Aicher, seconded by D. Hallet, to approve the revisions to Chapter 3 (Eligibility) of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Discussion and possible action regarding notice of foreclosure action against a Housing Choice Voucher Homeowner who also received a \$20,000 downpayment/closing cost loan from BCHA.

R. Hallet stated that this item is carried over from May's meeting. Further information regarding this issue has been provided to the Commissioners to address questions brought up in the May meeting.

R. Aicher stated that if the BCHA was looking at retaining some of the \$20,000, it would end up paying more out to the lending bank than receiving in.

A motion was made by D. Hallet, seconded by R. Aicher, to abstain from having any interest in this particular property and write it off of the BCHA account. Motion carried.

7. Discussion on Federal funding and plans to absorb the impacts of reduced funding.

C. Law stated that one of the components discussed at the last meeting involved an audit, of which there were no findings. C. Law distributed a chart illustrating the monthly breakdown of administrative expenses ICS incurs for the HCV program. The chart shows that salaries and benefits are the two biggest components, followed by rent and utilities. Investigative services with Langan are next. Administrative costs to administer the FSS Program is next, then postage, copier/office supplies/printing, IT services, property and liability insurance, and software support. There are also other operating expenses, which are listed at the bottom of the chart. C. Law stated that this breakdown is a further illustration of the numbers provided in the 52681B report, and are year-to-date. C. Law indicated that D. Payne has been working on some cost-saving measures.

D. Payne stated that with regard to the HUD funding cuts, one of the issues that ICS is dealing with is that several staff have resigned in order to go back to college and ICS has decided not to refill those positions. With a recent lean event ICS conducted, they have found some quick fixes to streamline processes, including a time limit for landlords to return leases and HAP Contracts and combining the termination and overpayment hearings. ICS has also stopped absorbing port-ins due to the lack of funding, per previous guidance from the BCHA.

D. Payne indicated that ICS will not be offering any more new vouchers. All applicants are told that the waiting list is approximately 12 months.

A. Hartman questioned if there is anything ICS can do to penalize landlords for not responding in a timely manner regarding the lease and Contract. D. Payne explained the process and that landlords do not receive Housing Assistance Payments until HAP Contracts are returned.

M. Welch pointed out that administrative expenses have been about \$115,000 per month. As the letter from HUD in agenda item 3 points out, there is a 12% reduction in the administrative fees, which amounts to \$13,600 per month. This is now coupled with the fact that we'll have to reduce the number of Vouchers given out. M. Welch inquired how ICS plans to handle this loss. M. Schampers and C. Law reiterated that the \$40,000 in reserves that was authorized at the last meeting would carry us to September, at which time ICS will present a more comprehensive analysis of cost saving measures they will take.

D. Payne mentioned one measure that they are exploring is the investigative costs. C. Law explained that most of the applicants that Langan & Associates denies are ones which ICS already questioned, but had them go thru Langan to get validation; it's not that these

cases have slipped past ICS, but rather that ICS had already red-flagged them because of some potential disqualifying factors that need to be investigated further.

R. Aicher asked how much we anticipate having to take from reserves during the next 15 months. M. Schampers responded that according to projections made by HUD Milwaukee, there would be slightly more than \$500,000 in reserves at the end of 2012, without counting fraud and non-fraud recoveries, which are projected to be another \$250,000-\$300,000. However one caveat is that these projections assume receiving set aside funding for both this year and next year. If we don't get these set asides, then we'd be looking at the reserves being down to about \$50,000, not counting the fraud and non-fraud recoveries. The set aside application was recently submitted and we don't expect to hear back for at least two months. So reserves could be anywhere from \$50,000 to \$800,000.

8. Discussion and possible action on investments.

M. Schampers distributed a handout and explained this was inquired about several months ago. He has looked primarily at CDs because of HUD requirements that investments be either FDIC insured or collateralized, which limits our options. He explained that he contacted various banks and put together the spreadsheet showing the interest rates for various lengths of CDs. Because the limit to be FDIC insured is \$250,000, we'd have to split our funding among various banks. He spoke to Nicolet Bank and learned that they offer an 80 basis point checking account, which would work for our unrestricted funds because they are not subject to HUD's requirements. This is better than any CD rate less than 12 months, plus it makes it fully liquid. For the restricted funds, we could look into CD options, however based on the conversation we just had, we are going to be spending our reserves over the next 12 months, so a CD is not the best option. Nicolet offers a money market that would work for our restricted funds called CDARS, through which Nicolet would open money market accounts at as many banks as necessary to allow us to have FDIC coverage; Nicolet would monitor those accounts which would relieve the Senior Accountant from having to do so. This CDARS program is worth 40 basis points and also gives us the liquidity we need. M. Schampers explained that by doing this would we not only get the liquidity, but we'd also earn approximately \$21,000 more than we did in the past year.

M. Schampers also pointed out that another advantage with Nicolet Bank is that Doug Daul, the VP of Cash Management, is the City of Green Bay's former Finance Director, so he is very knowledgeable about finances for public entities, which would be very helpful to us. M. Schampers recommendation is switching to Nicolet Bank, opening checking accounts, then looking at CDs once we have reserves to invest.

R. Aicher expressed concern over having more than \$250,000 in the checking account since anything more than that would be uninsured. We'd be putting \$1.5 million at risk so we could earn another \$3,000 to \$4,000 of interest, which he didn't feel was worthwhile.

M. Schampers expressed he didn't feel it was worth sacrificing liquidity in order to get a higher interest rate that a 9 month CD would offer, however we could do so with the unrestricted funds. If we are not looking to spend the unrestricted money soon, we could put that into a 12 month CD with 90 basis points and get the same results.

R. Aicher reiterated that his opinion is that the potential return is not worth the risk of having our money uninsured. As for the type and length of investments, he feels this could be at staff and management's discretion.

A motion was made by R. Aicher and seconded by T. Diedrick to have a resolution to keep all money in insured accounts, do a cash needs assessment, and for staff to allocate funds based on the rates and the need for cash. Motion carried.

M. Welch pointed out that we should review investments at least annually, perhaps more often as needed.

#### **NEW BUSINESS:**

9. Discussion and possible action regarding Tenant Protection Vouchers.

R. Hallet stated that staff is still looking at the pros and cons of taking the Tenant Protection Vouchers that are available to the BCHA. Staff still has some questions for HUD about this and wants to further analyze the benefits and disadvantages of taking these 150 additional Vouchers. HUD has not given us a deadline by which we need to decide.

M. Schampers explained that these Voucher essentially operate the same as other Vouchers and are available because of the project-basing of the former Port Plaza Towers residents in their new locations. R. Strong indicated we want further clarity from HUD on how taking these additional Vouchers will impact our funding and the timing of when they would be available to assist people in our community.

10. Approval to renew agreement with Catholic Charities for reimbursement of pre- and post-homeownership counseling for Housing Choice Voucher Homebuyers.

R. Hallet explained that last year BCHA signed an agreement with Catholic Charities to allow Catholic Charities to provide homeownership counseling to clients looking to purchase a home through the Housing Choice Voucher Homeownership program. Catholic Charities hasn't had any such clients yet, because more focus has been placed on foreclosure prevention rather than new home purchases, but they would like to renew the agreement so they are able to serve any such clients.

A motion was made by D. Hallet and seconded by A. Hartman to renew Catholic Charities' pre- and post-homeownership counseling agreement. Motion carried.

R. Aicher questioned what the home buying activity has been with NeighborWorks regarding the Housing Choice Voucher Homeownership Program. D. Payne responded that there have only been a couple of new homebuyers in the past year.

#### **INFORMATIONAL:**

11. 2011 Income Limits published by HUD.

R. Hallet explained that HUD published new income limits effective May 31<sup>st</sup>. She stated that the income limits have increased rather significantly in comparison to previous years' increases, which is beneficial for clients whose income may be boarder line. These are HUD required income limits.

#### **BILLS:**

R. Hallet explained that a print out of the bills was not provided but that there were only two bills. M. Welch stated they include travel reimbursement of \$249.27 for M. Schampers's travel for training and \$12,982.64 for salaries and fringe benefits.

A motion was made by T. Diedrick and seconded by D. Hallet to approve the bills as presented. Motion carried.



**FINANCIAL REPORT:**

The financial report was received and placed on file.

**STAFF REPORT:****12. Invitation to ICS's Self Sufficiency Programs Graduation Ceremony.**

D. Payne invited all Commissioners to the Self Sufficiency Programs Graduation Ceremony on July 8<sup>th</sup> at 1:00 PM.

R. Strong thanked the Commissioners who attended the grand opening of the Trail Creek and Woodland Park Apartments. He stated the buildings look very nice and one wouldn't know by looking at them that they are affordable housing. He stated that he and Mayor Schmitt met with their board, who was very complimentary of what the BCHA, the Redevelopment Authority and the City did for this project.

The meeting was adjourned at 4:36 PM.

rah:naa